
Administration

June D.W. King, Director

The Director of the Office of Administration (OA), along with six staff members, facilitate NMB achievement of internal strategic goals and government-wide initiatives.

Administration Overview

The Office of Administration (OA) provides operational management, leadership and support for the entire agency. These services include: strategic planning and budgeting; accounting and finance; human resources

management; procurement and contracting; information technology management and telecommunications; property and space management; and office support.

Administration Highlights

Human Capital The NMB's Human Capital Management Report provides a vehicle for ensuring that established objectives are assessed and reported on, accomplished objectives are noted, and that future goals are tracked for continuous improvement. The FY 2010 results were used to make improvements in the human resources arena during FY 2011.

With the implementation of USA Staffing system, the NMB has been able to further streamline the hiring process. We have begun initiating background investigations prior to individuals reporting for duty. In those cases, the timeline has been reduced by 10 days. Instead of 96 days, new employees come on-board within 86 days.

We continue to use the E-verify system to ensure that all new appointees are eligible to work. In addition, we conduct three individual surveys for all new hires to assess their hiring experience. The results received help to improve the training and orientation process for not only the new hires but also as a refresher for our current staff.

Information Technology In accordance with the NMB's Capital Planning Plan, the NMB will upgrade its information technology equipment which includes desktop computers and laptops. The NMB is reviewing various aspects of using "cloud" computing to better utilize its resources.

Continuity of Operations The NMB participated in the Eagle Horizon 2011 as a table-top exercise. The exercise uncovered some issues in connectivity from our COOP site that are being resolved.

Financial Performance The NMB's accounting system, GLOWS, meets all the current financial requirements. This system enables the agency to close its monthly financial records within one business day. The agency's budget is spread out among three program areas which are consistent with the agency's strategic and performance goals. The costs for all the other departments within the agency are accounted for separately in the accounting system to further provide detail accounting of program costs.

MANAGEMENT DISCUSSION AND ANALYSIS

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The Office of Administration provides budget planning, budget development, and oversight of budget execution. In addition, OA is responsible for the maintenance of the Agency's core accounting system; financial reporting to the Office of Management and Budget (OMB) and Treasury; payments to vendors for goods and services received; issuing bills; and the preparation of the Agency's financial statements which are audited on an annual basis.

The NMB continues to work with an outside firm to audit its financial statements. For the fourteenth consecutive year, Allmond & Company reported that the financial statements were presented fairly, in all material respects, and in conformity with U.S. generally accepted accounting principles (GAAP) for Federal agencies. The FY 2011 audit report is included in this NMB Performance and Accountability Report which is posted on the agency's website at www.nmb.gov. The material weakness identified in last year's report is being addressed by establishing new processes and procedures that will guide the arbitration process.

Electronic Government The agency provides electronic access to all its policies. This allows our internal customers to have quick access to all agency policies at their finger tips.

The NMB continues to use its website to provide information to its internal and external customers. The website provides access to our internal customers by allowing them to access the NMB internal forms. Also the website and our online Knowledge Store provide current and historical information to the public and our external customers.

NMB Knowledge Store The NMB staff continued to build and improve the public archive of information available through the NMB Knowledge Store. Currently, the NMB Knowledge Store contains over 100,000 documents in an easily searchable format, including arbitration awards, representation decisions, annual reports, PEB reports, and industry contracts. In FY 2011, the NMB expanded a pilot program to allow carrier and organizations to directly enter final, signed arbitration decisions into the Knowledge Store, ensuring rapid availability of an entire set of decisions for the entire RLA community and the public. During FY 2011, CSXT, AMTRAK, UP, the UTU and the IBEW, were enabled to engage in "direct deposit" of arbitration decisions.

Sustainability We are committed to reducing green house gases in accordance with Executive Order 13514 (E.O.). During this year, we noted that 63 percent of the NMB employees use public transportation. The Agency provides Alternative Work Schedules (AWS) and Telework programs to its employees. Currently, 37 out of 49 employees participate in the Smart Benefits program. We also purchased new environmentally efficient copiers that generate 90 percent less waste than traditional copiers.